Business Rules for
Summary Level Transfers

February 11, 2004

General Information. The Summary Level Transfer (SLT) process transfers <u>costs</u>, <u>not resources</u>. The process transfers dollar amounts as paid costs. Only amounts which have been costed to date should be included as SLT's; amounts in undelivered orders should not be transferred using the SLT process.

Two Types of Business Rules for SLTs. The SLT business rules are either systematic or administrative. The systematic rules are enforced by the edits programed in the SLT module: exceptions are not allowed. The administrative rules are NOAA specific and have been agreed to by the attendees of the NOAA Business Rules meetings. Administrative rules are not enforced by the SLT module; some rules include exceptions. Any transaction that violates an Administrative rule must be documented in the Notification Email to FRD; otherwise the entire batch will be rejected by FRD and will not be approved. The STDGERR Report has been developed to identify those SLT transactions that violate the Business Rules.

The following are the NOAA Business Rules for processing the CAMS Summary Level Transfer screens STDG005 and STDG022.

Section 1. Systematic Rules.

1. Batch Totals FROM and TO Dollar and Hour Amounts must Match. The SLT batch totals on the 'FROM' and 'TO' sides must have equal dollars and hours amounts.

2. Sign for Dollars and Hours must Match. The SLT program requires that the dollar amount and the hour amount on the transaction line have matching value signs (i.e., + or -).   The system will not process positive dollars and negative hours on the same transaction line. [Note: Positive amounts do not require the plus sign. Negative amounts must be indicated by the minus sign.]

3. Object Class Codes 31.1x and 32.xx are Not Allowed. SLTs will not be processed for object class codes 31.1x or 32.xx (capitalized personal and real property). These transfers would cause problems in the tracking of property.   Contact FRD personnel for guidance on transferring these object classes.

4. Accounting Data must be Valid. The system requires that each SLT transaction include active accounting data. This includes the Fund Code Fiscal Year, Project Code, Task Code, Organization Code and Object Class Code.

5. Funds Checking. The SLT process performs real time funds checking. Resources must be available to incur the cost transferred on the TO side of the transaction. Negative amounts shown on the FROM side of the transaction are also subject to the funds checking procedure. (Reference Section 2, Administrative Rules, sub-paragraph 8.)

Section 2. Administrative Rules.

1. Labor Dollars Must have Hours. Transfers of labor object classes (i.e., those object classes that contain the value '11' in the first two positions) will also include the appropriate number of hours when the dollars are greater than $10.00. Transfers of labor object classes for an amount of less than $10.00 do not have to include the associated number of hours.

   Exception: Object class 1159. Labor dollars citing object class 1159 do not have hours.

2. Match Object Classes. A transfer must have the same object class on both sides of the transaction. The transfer dollar amounts and total hours for the FROM and TO sides of the transaction must match by the object class.

   Exception: SLTs used to correct a mistaken object class on the original obligating document may cross object classes. In each of these instances the notification email to FRD must explain why the transfer of object classes was appropriate.

3. Surcharge Object Classes. SLTs will not be processed for any surcharge object class (i.e., 1160, 1210, 7787, 7788, 7789, or for 2319 on the reimbursable project codes.)

   Exceptions: The following exceptions to the above surcharges rule are:

      A. NOAA Budget Office may submit transfers to the NOAA Corporate Cost using object class 7787.

      B. Transfers to object class 2319 for reimbursable projects may only be made by the Reimbursable staff where approved rent waivers exist.

      C. With the concurrence of the NOAA Budget Office LOs

may submit transfers to surcharge object classes to correct problems associated with adjustments made after changes to surcharge rates. Prior to processing a SLT for these object classes coordinate with the CAMS Budget and Cost Accumulation Team to determine the impact of the transfer.

      D. Transfers of object classes 7788 or 7789 should be prepared only by the Finance Reimbursable staff for approved waivers and by Finance with written concurrence from the NOAA Budget Office for LO's realigning or distributing indirect costs.

4. Surcharge Offset Project Codes. SLTs are not allowed to the surcharge offset project codes 09WE0FF, 09WG0FF, 09WG0FL, 09WL0FF and 09P10FF.

5. Leave and Benefit Projects. The following rules apply to the leave and benefit projects 09WLVxx and 09WEC70:

    A. SLTs using the leave and benefit projects 09WLVxx or 09WEC70 FROM or TO another project are not allowed.

    B. Transfers changing the organization codes for transactions using the leave and benefit projects are allowed.

    C. Authorized transfer transactions involving the leave and benefit projects must have the FROM and TO sides dollar amounts and hours total in agreement.

6. FROM and TO Fund Code Fiscal Year must Match. Both the 'FROM' and 'TO' sides of a transaction must cite the same Fund Code Fiscal Year (FCFY). Cost from one FCFY may not be transferred into another FCFY. For example, costs recorded against FCFY 2003 may not be transferred into FCFY 2004.

7. Transfers between FMCs. Any cost transferred between FMCs requires the approval of the affected FMC. The FMC performing the SLT must email the affected FMC requesting that they forward the email to FRD with a statment that they concurr with the SLT action and it is appropriate for approval. The only exception for requiring email approvals from both FMCs is when they are both in the same LO and the LO submits the approval request to FRD.

8. Ensure Resource Availability. The FMC entering and submitting the SLT is responsible for ensuring that all transfers to a Project Code and Organization Code have adequate resources available for them. The 'funds check' performed by the SLT process is based on the status of the CAMS Funds Balance table.